

CAREER OPPORTUNITY ANNOUNCEMENT

DO NOT REMOVE POSTING

AN EQUAL OPPORTUNITY EMPLOYER. CANDIDATES WILL BE CONSIDERED WITHOUT DISCRIMINATION FOR ANY NONMERIT REASON SUCH AS RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, MARITAL STATUS, PHYSICAL OR MENTAL HANDICAPS, AGE, OR MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.

POSITION TITLE Secretary (OA) (Multiple Pos)		ANNOUNCEMENT NUMBER 0299001	DATES: OPENING 10/22/01 CLOSING (Close of business) O-U-F	EXPIRATION (For "Open Unit Filled" vacancies remove posting on this date) 09/30/02
CODE 0318	GRADE GG-6/7	KNOWN PROMOTION POTENTIAL TO GG-07	AREA OF CONSIDERATION <input checked="" type="checkbox"/> NATIONWIDE <input type="checkbox"/> WASHINGTON, DC COMMUTING AREA <input type="checkbox"/> REGION COMMUTING AREA <input type="checkbox"/> OTHER	
ORGANIZATION LOCATION NRC HEADQUARTERS			TYPE OF POSITION <input checked="" type="checkbox"/> BARGAINING UNIT <input checked="" type="checkbox"/> FULL-TIME <input checked="" type="checkbox"/> PERMANENT APPOINTMENT <input type="checkbox"/> INCUMBENT IS SUBJECT TO RANDOM DRUG TESTING <input type="checkbox"/> NONBARGAINING UNIT <input type="checkbox"/> PART-TIME <input type="checkbox"/> TEMPORARY APPOINTMENT <input type="checkbox"/> NOT TO EXCEED	
DUTY LOCATION Rockville, MD		TRAVEL REQUIREMENTS None	NAME OF IMMEDIATE SUPERVISOR VARIOUS	

APPLICATION INSTRUCTIONS: COMPLETE AND SUBMIT THE FOLLOWING TO THE ADDRESS SPECIFIED AT THE BOTTOM OF THIS PAGE. (Use the Vacancy Announcement Number in all correspondence.)

1. AN UPDATED SF-71 PERSONAL QUALIFICATIONS STATEMENT OR APPLICATION FOR GOVERNMENT EMPLOYMENT OR RESUME
2. AN NRC FORM 115, VACANCY APPLICATION STATUS NOTICE (NRC applicants only);
3. A COPY OF YOUR CURRENT PERFORMANCE APPRAISAL OR A SIGNED STATEMENT THAT IT IS NOT AVAILABLE.
4. NRC APPLICANTS(ONLY); FOUR COPIES OF APPLICATION MATERIALS REQUESTED.
5. THE NRC IS A ZERO-TOLERANCE AGENCY WITH RESPECT TO ILLEGAL DRUG USE.
6. OTHER (Specify):

NOTICE: APPLICATIONS MAY BE REFERRED TO THE RATING ENTITY A MINIMUM OF SIXTEEN (16) CALENDAR DAYS AFTER OPENING DATE.

NONBARGAINING UNIT POSITIONS ONLY. CANDIDATES WHOSE PRESENT PROMOTION POTENTIAL DOES NOT EXCEED THE POTENTIAL OF THIS VACANCY MAY NOT BE SUBJECT TO RATING PROCEDURES AND MAY BE REFERRED DIRECTLY TO THE SELECTING OFFICIAL.

DUTIES OF POSITION (If this position is announced at multiple grade levels, these duties describe the full performance level; at lower grade levels the duties may vary slightly and will be performed under somewhat closer supervision.)

*****IF YOU APPLIED UNDER VACANCY ANNOUNCEMENT NUMBER 0199003 YOU NEED NOT REAPPLY TO BE CONSIDERED.*********OPEN TO ALL SOURCES; HOWEVER, INTERVIEW AND RELOCATION EXPENSES ARE NOT AUTHORIZED FOR THIS POSITION.******Serves as Lead Secretary (Office Automation) in assigned branch.****CONTINUED ON BACK**

QUALIFICATIONS REQUIRED (If the position is announced at multiple grade levels, these qualifications describe the full performance level, unless otherwise specified. The position description, immediate supervisor, and/or NRC Manual chapter and Appendix 4108 can be consulted for more detailed qualification requirements and/or interpretation of qualifying experience.)

Candidates must have at least one year of specialized experience at the next lower grade level or equivalent.**SPECIALIZED EXPERIENCE is experience which demonstrates the knowledge, skills and abilities to perform a wide range of secretarial and administrative duties.**

RATING FACTORS (Applicants are strongly encouraged to submit a statement addressing the Rating listed below.)

**** APPLICANTS MUST ADDRESS THE RATING FACTORS LISTED BELOW ******1. Demonstrated proficiency with microcomputer-based word processing systems (Wordperfect, Appointment Calendar, E-Mail, etc.).****(EXAMPLE: Describe specific work experience and training which demonstrates your knowledge of and ability to utilize the features of****CONTINUED ON BACK**

FOR ADDITIONAL INFORMATION CONTACT

Joyce Riner**E-Mail: JMR****Mail Stop: 03E17A**

TELEPHONE

AREA
CODE
301NUMBER
415-3749

SEND APPLICATION MATERIALS TO:

<input checked="" type="checkbox"/> Human Resources Services & Operations Office of Human Resources U.S. Nuclear Regulatory Commission Washington, D.C. 20555	<input type="checkbox"/> Region I Personnel Officer U.S. Nuclear Regulatory Commission 475 Allendale Road King of Prussia, PA 19406	<input type="checkbox"/> Region II Personnel Officer U.S. Nuclear Regulatory Commission 61 Forsyth Street, SW (23T85) Atlanta, GA 30303	<input type="checkbox"/> Region III Personnel Officer U.S. Nuclear Regulatory Commission 801 Warrenville Road Lisle, IL 60532	<input type="checkbox"/> Region IV Personnel Officer U.S. Nuclear Regulatory Commission 611 Ryan Plaza Drive, Suite 400 Arlington, TX 76011
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CAREER OPPORTUNITY ANNOUNCEMENT
(Continuation)

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ANNOUNCEMENT NUMBER	OPENING DATE	CLOSING DATE (close of business)	EXPIRATION DATE (For "Open Until Filled" vacancies, remove posting on this date)
0299001	10/22/01	O-U-F	09/30/02

DUTIES OF POSITION - CONTINUED

Performs secretarial and administrative duties, including preparation of letters, memoranda, reports and other correspondence, using automated word processing systems and other office automation tools.

REASONABLE ACCOMMODATIONS WILL BE MADE FOR QUALIFIED APPLICANTS OR EMPLOYEES WITH DISABILITIES, EXCEPT WHEN DOING SO WOULD POSE AN UNDUE HARDSHIP ON THE EMPLOYING AGENCY.

RATING FACTORS - CONTINUED

Wordperfect Office, and any other office automation tools. What specific applications have you used and for what purposes.)

2. Knowledge of proper grammar, spelling and punctuation sufficient to review correspondence for correctness, proper format and completeness.

(EXAMPLE: Describe specific work experience and training which demonstrates your ability to prepare and review correspondence and other documents. What type of documents do you routinely prepare.)

3. Demonstrated ability to provide administrative support in a variety of areas (travel, time & attendance, records management, etc.).

(EXAMPLE: Describe your experience in establishing and maintaining office files. Describe specific instances where you have initiated and developed new office procedures to improve the efficiency of your organization. Describe specific work experience which demonstrates your ability to apply policies and practices pertaining to administrative support areas such as time & attendance and travel.)

4. Demonstrated ability to work efficiently in handling multiple assignments with competing priorities, often under considerable pressure to meet deadlines.

(EXAMPLE: Describe specific situations which required you to work under stressful or adverse conditions (field assignments, competing priorities, tight schedules, deadlines, etc.)

5. Demonstrated ability to deal tactfully, efficiently and professionally with all levels of personnel.

(EXAMPLE: Describe the various levels of individuals you interact with and for what purposes. Provide examples of specific assignments which required you to take a lead role in reaching an agreement or resolving problems.)

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(Continuation)

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RATING FACTORS - CONTINUED

NOTE: Breadth, recency, and length of experience in the field; training, awards and commendations; past and current performance; and community or outside professional activities will be reviewed as they relate to each of the above factors to determine the level of knowledge, skill or ability of candidates.

PLEASE SUBMIT RESUME, SF-171, or OF-612, MOST RECENT PERFORMANCE APPRAISAL; AND STATEMENT ADDRESSING RATING FACTORS TO:

U.S. Nuclear Regulatory Commission
Office of Human Resources
ATTN: Joyce Riner Mail Stop - 03E17A
Washington, D.C. 20555

SALARY RANGE: \$26,966 - 38,954

Current/Reinstatement eligible Federal employees with status (Tenure Group 1 or 2) will be considered through merit promotion procedures under this announcement and must submit a copy of an SF-50 (Notification of Personnel Action) to verify competitive status or reinstatement eligibility. PLEASE NOTE: NRC employees do not have to submit an SF-50. Status Applicants, both NRC employees and others, who wish to be considered under both merit promotion and competitive procedures must submit two (2) complete application packages. If only one application is received, it will be considered under the merit promotion announcement only.

If claiming 5-point Veterans Preference, you must attach a copy of your DD-214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility. If claiming 10-point Veterans Preference, you must attach an SF-15, Application for 10-point Veterans Preference, plus the proof required by that form.

Veterans who are preference eligibles or who have been separated from the Armed Forces under honorable conditions after 3 years or more of continuous active service may apply. Veterans must submit a DD-214 or other acceptable evidence as proof of veteran status.

EXECUTIVE AGENCIES ARE PROHIBITED FROM ACCEPTING OR CONSIDERING APPLICANTS FOR COMPETITIVE APPOINTMENTS OR POSITIONS BASED ON POLITICAL RECOMMENDATIONS FROM MEMBERS OF CONGRESS, CONGRESSIONAL EMPLOYEES, ELECTED STATE OR LOCAL GOVERNMENT OFFICIALS, AND POLITICAL PARTY OFFICIALS. SUCH OFFICIALS MAY ONLY SUPPLY STATEMENTS REGARDING THE CHARACTER AND RESIDENCE OF THE APPLICANT.